



SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

CLASSIFICATION: Administrative Technician II

DATE POSTED: April 13, 2026

CLOSING DATE FOR RECEIVING APPLICATION: April 24, 2026, 4:00 p.m.

SUMMARY: Under the direct supervision of the Administrative Services/Human Resources Manager, performs a variety of bookkeeping, accounting, administrative, and general office duties. Incumbents typically prepare and maintain financial and statistical records involving posting, balancing, and preparing payroll documents.

SALARY: \$5,043 - \$6,437 per month (Range 4 "A" step through "Y" step) A 3% base wage increase will be effective first pay period after July 1, 2026. Up to 9% wage rate increase for additional certification pay.

REGULAR WORK HOURS: 8:00 a.m. to 4:30 p.m. Monday through Friday.

REQUIREMENTS: Two (2) years of increasingly responsible clerical accounting experience. High school diploma or GED equivalent. Prior payroll experience preferred. Possession of a valid California Class C driver's license at time of appointment.

BENEFITS: Thirteen paid holidays per year. Paid vacation (increases with length of service). One day per month accrued for paid sick leave. Health insurance partial paid by District for employee and dependents; dental and vision insurance for employee and dependents paid by employer. Life insurance for employees paid by District. CalPERS 2% at 62 retirement system instead of Federal Social Security. Employees will pay 100% of the employee contribution/share required to participate in CalPERS.

APPLICATION PROCEDURE: A Job Description may be obtained by contacting the District office at 559-897-6500. An Application and Supplemental Application for Employment may be filled out online at www.skfcsd.org. If a jobseeker needs accommodation to apply for this job, a request must be received in writing at the District office at least two days prior to the application deadline.

SELECTION PROCEDURE: The District is an equal opportunity employer. Selection will be based on an appraisal of the applicant's preparation for employment as presented in the completed Application for Employment and on the results of a written and/or oral and/or performance examination. The examination will cover the applicant's ability to perform the duties and fulfill the requirements of the classification, as listed in the Job Description. A pre-employment background investigation will be conducted by a licensed private investigator selected by the District.

AREA HOUSING COSTS: The median price for a three-bedroom, two-bath single family residence in Fresno County is approximately \$450,000. This median price information varies according to location and condition of property. It is not a guarantee and should be verified by anyone considering purchasing a home.

NOTE: This Employment Opportunity Announcement is not a contract. Working conditions, hours, salary and benefits may be modified or deleted. Qualified District employees are encouraged to apply.